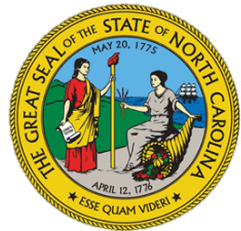


# North Carolina Immunization Registry (NCIR)

## Manage Vaccine Orders (Non-COVID-19 Vaccines)

### User Guide

Last Updated: January 14, 2022



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



# Create Order and Modify Order Screen

# New Create Order Screen

## Please Note:

1. Prev. Tier Usage: **Change in wording:** Your ordering schedule has not been affected – no change.
2. NCIR Inv. On hand: **Chang in wording:** Your actual physical inventory on hand should correspond to this.
3. Dose/unit column: **Removed** completely.
4. Pack size/Min. Quantity: New addition (right) - will go more in depth on how to use this column when creating an order in a few.
5. Display of Delivery Hours: **The same format change with the manage site screen has been transposed here.** The delivery window; delivery hours and special instructions have not changed.
6. Removal of Contact Name: Will go a little more in depth.
7. Fax # Added – now required.
8. Trade name and packaging description format has changed:
  1. The manufacturer was removed.
  2. The trade name, packaging description and dose size display is all on the same order by line item.
  3. **It is the most current presentation that is available:** this presentation will provide greater clarity on the specific package being ordered to help eliminate confusion.

**Vaccines from State**

Prev. Month Usage	Prev. Tier Usage	NCIR Inv. On Hand	Vaccine Tradename Packaging Description	Sugg. Order	Pack Size/ Minimum Quantity	Doses Req.
0	0	0	DT-Peds	0		
			DT / Single Dose Vials; 2-PACK; 0.5 mL		2	
15	45	10	DTaP	35		
			INFANRIX / Single Dose Vials; 10-PACK; 0.5 mL		10	
			INFANRIX / Prefilled Syringes; 10-PACK; 0.5 mL		10	
			TRIPEDIA / Single Dose Vials; 10-PACK; 0.5 mL		10	

**Site Information**

**PLEASE VERIFY DELIVERY ADDRESS AND HOURS**

Organization: AS NEEDED TIER ☐ No changes to Site Information

Site: AS NEEDED TIER

\* Street Address: 5601 SIX FORKS RD

Other Address:

\* City: RALEIGH \* State: NC \* Zip: 27609 -

\* Email: ADMIN@YAHOO.COM

Telephone # ( 919 ) 555 - 1111 Ext:

\* Fax # ( 919 ) 555 - 1213

Delivery Days/Hours:

Monday: 8:00 AM - 5:00 PM

Tuesday: 8:00 AM - 5:00 PM

Wednesday: 8:00 AM - 5:00 PM

Thursday: 8:00 AM - 5:00 PM

Friday:

Special Instructions: DELIVER TO 2ND FLOOR

Updates to Vaccine Delivery Hours/Special Instructions

Order the number of doses (not vials) of vaccine that are needed.

Allow 2 weeks for delivery.

Submit Order Cancel

*If you need assistance placing/creating an order. Please contact the help desk and/or your consultant.*

# Pack Size/Minimum Quantity Column

## Please Note:

The packaging description will help guide you when placing an order – now all one line item under the vaccine family.

### 1. Within this column Example:

1. Infanrix/10 dose vial – the pck size/min. quantity is 10. So, you would want to order either: 10, 20, 30, etc doses.

### 2. Another example: Order 13 instead of 10.

(You will receive the error message pop-up)

When entering a dose, it must be divisible by the minimum order quantity.

The error message will also provide guidance with rounding up or down in regards to your Suggested Order.

For example: Suggested Order Quantity:

**For Large Providers:** If your suggested order quantity is 98, order 100 doses.

**For Small Providers:** If your suggested order quantity is 7 order 10 doses.

**This error message will help to create a more efficient and accurate order by guiding you when placing an order.**

**Create Order**

**Vaccines from State**

Prev. Month Usage	Prev. Tier Usage	NCIR Inv. On Hand	Vaccine Tradename Packaging Description	Sugg. Order	Pack Size/ Minimum Quantity	Doses Req.
DTP/aP Family						
0	0	0	DT-Peds	0		
			DT / DT Single-dose vial		1	
0	0	0	DTaP	0		
			Infanrix / Infanrix Syringe 5/pack		5	
			Infanrix / Infanrix 10-dose Vial		10	10
			Tripedia / Multi-dose vial .5mL		20	
0						
50						

**Message from webpage**

Quantity entered for Infanrix / INFANRIX; SDV; 10-PACK is not for a full package. The doses ordered must be in multiples of 10. If your remaining doses requested, after dividing by 10, are fewer than half a package, please round down to the nearest full package. Otherwise, please round up.

OK

**Site Information**

# "No Thanks" Button

## Please Note:

**Prior to this functionality change**, the internal process was that once an order was placed, we would verify that order. If an order item was left blank, then we would call you (providers) to gain more insight on the status of the vaccine (to discover if it was needed).

The **implementation of "No Thanks"** now allows the NCIR to complete this verification process automatically. It will be up to you to verify whether the vaccine is needed.

So, whether you happen to overlook (and forgot) to enter a vaccine, or you intentionally left that particular field blank; by selecting the "No Thanks" button, that let's us know that you purposely do not want to order that vaccine.

Based on the inventory calculations, the NCIR recommends the highlighted vaccines be ordered. If you do not want to order the vaccine, please select the No Thanks checkbox next to each highlighted vaccine.

### Create Order

#### Vaccines from State

Prev. Month Usage	Prev. Tier Usage	NCIR Inv. On Hand	Vaccine Tradename Packaging Description	Sugg. Order	Pack Size/ Minimum Quantity	Doses Req.
DTP/aP Family						
0	0	0	DT-Peds	0		
			DT / DT Single-dose vial		1	
0	0	0	DTaP	0		
			Infanrix / Infanrix Syringe 5/pack		5	
			Infanrix / Infanrix 10-dose Vial		10	
			Tripedia / Multi-dose vial .5mL		20	
0	0	0	DTaP/Polio/Hep B	0		
			Pediarix / Pediarix No needle Syr 10/pack		10	
			Pediarix / Pediarix No needle Syr 25/pack		25	
Td Family						
50	150	20	Td	130	<input type="checkbox"/> No Thanks	
			Td / Diphtheria & Tetanus Toxoids Abs USP 10 SDV		10	
			Td / Diphtheria & Tetanus Toxoids Abs USP 10 SDV		10	

### Site Information

# Manage Order Status

# Manage Order Status

On the Mange Order Status Change, you can still view who placed an order for your organization.

Manage Orders

Create Order

Cancel

Order List

Show: ☒ Current ☐ Historical ☐ Both

Current Orders

User	Submit Date	Status
Tawna Chase	06/03/2014	<a href="#">IN PROGRESS</a>

NOTE: Fields marked with an asterisk \* are required.



# Order Statuses (1 of 2)

---

## Current Order Statuses:

- **Pending:** The order has not been reviewed by the Immunization Branch. This type of order can still be modified by the Ordering Organization.
- **In Progress:** This indicates the order has been received and is being reviewed by the Immunization Branch. At this status, this type of order can no longer be modified.
- **Shipped:** This indicates all approved order lines have been shipped to the Ordering Organization. At this status, this type of order can no longer be modified.
- **Cancelled:** The order was cancelled by the Ordering Organization. This type of order can no longer be modified, and is considered a historical order.
- **Partial Ship:** This indicates the order was approved and exported to CDC. The order remains in this status until shipments are received for this order. At this status, this type of order can no longer be modified.
- **Denied:** This indicates the entire order was denied by the Immunization Branch. Please see the comments at the top of the view order screen for more information. At this status, this type of order is not submitted for processing, can no longer be modified, and is considered a historical order.



## Order Statuses (2 of 2)

### Current Order Statuses:

- **On Hold:** This indicates the order is being reviewed by the Immunization Branch and has been placed on Hold. The order will remain in this status until it is either Denied or Approved. Please see the comments at the top of the view order screen for more information. At this status, the order can no longer be modified.
- **Sent to CDC:** This indicates the order was approved and exported to the CDC. The order remains in this status until shipments are received for this order. At this status, this type of order can no longer be modified.
- **Approved:** This indicates the order has been reviewed and approved. At this status this type of order can no longer be modified.

Kathy VanAbel	08/07/2014	<a href="#">SENT TO CDC</a>
Kathy VanAbel	08/04/2014	<a href="#">APPROVED</a>
Kathy VanAbel	07/17/2014	<a href="#">IN PROGRESS</a>
Kathy VanAbel	05/28/2014	<a href="#">PARTIAL SHIP</a>

### To view these statuses:

Click on the **Manage Orders** link. From there, you will see the blue link on the right-hand side.

# View Order Screen

# View Order

Two main items on the VO to focus on are the:

- Ordering Status
- Deny Comments: In regard to the “denied” and “on hold” statuses

**View Order** **Order # 102685**

**Initiating Organization** PIRATE PEDIATRICS

**Receiving Site** PIRATE PEDIATRICS

**Delivery Contact** CAROLINE HELTON

**Order Status** DENIED

**Order Submit Dt** 08/13/2014

**Delivery Days/Hours**

**Monday** 8:00 AM - 5:00 PM

**Tuesday** 8:00 AM - 5:00 PM

**Wednesday** 8:00 AM - 5:00 PM

**Thursday** 8:00 AM - 5:00 PM

**Friday** 8:00 AM - 5:00 PM

**Special Instructions**

**Deny Comments**

**VFC Pin** 740026

**Fed Tax ID** 452635255-01

**Address** 5601 SIX FORKS RD.

RALEIGH

NC 27609

**Initiating User** Caroline Helton

**Site Phone** (555) 555-1111

**Site Fax** (555) 555-2222

**Email** WLODGE35@YAHOO.COM

**Provider Tier** B1: Bi-Monthly 1-Month 1-Beginning

**Priority Ind.** No

**Cancel**

**Order List**

**Order Item: 1**

Vaccine	Tradename	Man. Code	NDC	Package Description	Adult/ Peds	# Doses Ordered
DTaP	Infanrix	SKB	12345-1234-12	Infanrix 5-pack Syringe	PED	100
<b>Funding Code</b>	<b>State Purchase Order No.</b>	<b>Denied Qty.</b>	<b>Approved Qty.</b>	<b>Shipped Qty.</b>		
VFC			100	0		
<b>Deny Comment</b>						

**Order Item: 2**

Vaccine	Tradename	Man. Code	NDC	Package Description	Adult/ Peds	# Doses Ordered
HPV	Cervarix	SKB	12345-9885-50	Cervarix 5-pack Syringe	PED	100
<b>Funding Code</b>	<b>State Purchase Order No.</b>	<b>Denied Qty.</b>	<b>Approved Qty.</b>	<b>Shipped Qty.</b>		
VFC		10	90	0		
<b>Deny Comment</b>	Order reduced - sufficient on hand inventory					

# Denied Order Status and Comments

There are two possible ways that a “deny comment” would exist:

1. The entire order has been denied.
2. An individual item (i.e. a order quantity of a vaccine) has been denied.

When an entire order is denied, the following comments will be listed:

**Out of compliance for more than 2 weeks, a new order must be submitted.**

*Providers would be considered out of compliance when they are not meeting the requirements for the NCIP Program.*

**Order Denied – sufficient inventory on hand.**

View Order

Order # 102617

Cancel

Initiating Organization

PIRATE PEDIATRICS

VFC Pin

740026

Fed Tax ID

452635255-01

Address

118 OAKMONT DRIVE

GREENVILLE

NC 27858

Initiating User

Caroline Helton

Site Phone

(252) 364-1111

Site Fax

(252) 125-4551

Email

WLUDGE35@YAHOO.COM

Provider Tier

B1: Bi-Monthly 1-Month 1-Beginning

Priority Ind.

No

Order Status

DENIED

Order Submit Dt

08/07/2014

Delivery Days/Hours

Monday 8:00 AM - 5:00 PM

Tuesday 8:00 AM - 5:00 PM

Wednesday 8:00 AM - 5:00 PM

Thursday 8:00 AM - 5:00 PM

Friday 8:00 AM - 5:00 PM

Special Instructions

Deny Comments:

Order Denied-sufficient inventory on hand.

OrderList

OrderItem: 1

Vaccine	Trade Name	Mfg Code	NDC	Package Description	Adult/ Ped	# Doses Ordered
Hib-PRP-T	ACTHIB	PMC	49281-0545-05	SDV; 5-PACK; 0.5 mL	Pediatric	5
Funding Code	State Purchase Order No.	Denied Qty.	Approved Qty.	Shipped Qty.		
317		0	5	0		

OrderItem: 2

Vaccine	Trade Name	Mfg Code	NDC	Package Description	Adult/ Ped	# Doses Ordered
DTaP	INFANRIX	SKB	58160-0810-52	SYR; 10-PACK; 0.5 mL	Pediatric	10

View Order

Order # 101827

View Transfer

Cancel

Initiating Organization

BLUE RIDGE FAMILY PRACTICE

VFC PIN

120024

Federal Tax ID

560634510-08

Address

730 MALCOLM BLVD, SUITE 150

RUTHERFORD COLLEGE, NC 28671

Initiating User

Jason Cramer

Order Status

SHIPPED

Order Submit Date

02/21/2014

Delivery Days/Hours

Monday 09:00 AM-12:00 PM

Tuesday 09:00 AM-12:00 PM

Wednesday 09:00 AM-12:00 PM

Thursday 09:00 AM-12:00 PM

Friday

Org Phone

(828)8798684

Org Fax

(828)5551234

Email

cramer@hp.com

Provider Tier

B1 - Bi-monthly

Priority No

Priority Reason

Special Instructions

CLOSED FOR PRESIDENTS DAY

Deny Comments

Order List

Order Item: 1

Vaccine	Tradename	Man. Code	NDC	Package Description	Adult/ Peds	# Doses Ordered
DTaP	Infanrix	SKB	12345-1234-12	Infanrix 5-pack Syringe	PED	100
Funding Code	State Purchase Order No.	Denied Qty.	Approved Qty.	Shipped Qty.		
VFC		0	100	100		
	Ship Date 2/22/2014			50		
	Ship Date 2/23/2014			50		

Deny Comment

Order Item: 2

Vaccine	Tradename	Man. Code	NDC	Package Description	Adult/ Peds	# Doses Ordered
HPV	Cervarix	SKB	12345-9885-50	Cervarix 5-pack Syringe	PED	100
Funding Code	State Purchase Order No.	Denied Qty.	Approved Qty.	Shipped Qty.		
VFC		10	90	90		
	Ship Date 2/22/2014			90		

Deny Comment

Order reduced - sufficient on hand inventory

Possible comments for a individual item being denied:

**Order reduced** – sufficient on hand inventory.

**Order Reduced** - limited vaccine supply.

**Out of stock** – vaccine not currently available.

**Order split** to accommodate funding sources.

**Not available** for your current enrollment population.

**Order on hold** – contact the NC Vaccines Help Desk at (877)-873-6247.

**Presentation not available** – a substitution has been made

# On Hold Status

## Possible On-Hold Status Comments:

- Order on hold until temperature log submitted.
- Order on hold until inventory is submitted.
- Order on hold until a current Provider Enrollment Agreement is submitted.
- Order on hold until current temperature incident has been resolved.
- Please contact the NC Vaccines Help Desk at (877)-873-6247.
- Temporarily suspended from the NC VFC program.

**Manage Orders**

Create Order

Cancel

**Order List**

Show: ☒ Current ☐ Historical ☐ Both

**Current Orders**

User	Submit Date	Status
Rebecca Ellis	08/14/2014	<a href="#">SENT TO CDC</a>
Rebecca Ellis	08/14/2014	<a href="#">ON HOLD</a>
Rebecca Ellis	08/14/2014	<a href="#">SENT TO CDC</a>
Rebecca Sweeney	08/12/2014	<a href="#">SENT TO CDC</a>

*NOTE: Fields marked with an asterisk \* are required.*

# View Transfer Screen

# View Transfer Screen

Providers now have the ability to track their vaccines being shipped and will be provided a tracking number.

The View Transfer screen is only available for: **shipped and partial shipped orders.**

**View Transfer**

[Return to the Previous Screen....](#)

Cancel

Transfer Between Organizations Created on 08/12/2014

Sending Entity	Receiving Entity
<b>Organization</b> VACCINE DISTRIBUTION	<b>Organization</b> Kathy Vtrcks org
<b>Site</b> VACCINE DISTRIBUTION	<b>Site</b> Kathy Vtrcks org
<b>Address</b> 5601 SIX FORKS ROAD, BLDG 2, 2ND FLOOR RALEIGH, NC 27609	<b>Address</b> 123 test avenue Statesville, NC 53535
<b>Contact</b> NCIR HelpDesk	<b>Contact</b> Kathy Van Abel
<b>Phone #</b> (877) 873-6247	<b>Phone #</b> (123) 432-4343
<b>Ship Date</b> 08/12/2014	

Transfer Vaccine Item

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Shipping Information	Reject Quantity	Reject Reason
16	Menveo	Meningo	kvlotww	<a href="#">Shipping Information</a>		

## Order Shipment Information

Delivery number	222211252
Delivery Line number	222380
Date Shipped	08/12/2014
ExIS Order ID	102684
ExIS Order Line Number	316763
ExIS Order Date	08/12/2014
CDC Order Number	9999991364
CDC Order Line Number	999953
CDC Order Creation Date	08/12/2014
NDC	99999-4444-10
Quantity Ordered	16
Lot Number	kvlotww
Lot Expiration Date	05/25/2015
Quantity Shipped	16
Unit of Measure	DOS
Order Line Fulfilled	Y
Partial Shipment Indicator	N
Shipment Tracking Num	1ZE861850346412
Carrier	UPS
Expedited Shipment	N
Manufacturer	PFIZER



## View Transfer Screen (cont.)

1. From the Manage Orders screen, you would want to select your order with a “shipped” or “partial shipped” status.
2. Next, select the “View Transfer” button at the top, right-hand side.
3. Click the “Shipping Information” link under the Shipping Information column.

**View Transfer**  
[Return to the Previous Screen....](#) [Cancel](#)

**Transfer Between Organizations Created on 08/12/2014**

Sending Entity	Receiving Entity
<b>Organization</b> VACCINE DISTRIBUTION <b>Site</b> VACCINE DISTRIBUTION <b>Address</b> 5601 SIX FORKS ROAD, BLDG 2, 2ND FLOOR RALEIGH, NC 27609 <b>Contact</b> NCIR HelpDesk <b>Phone #</b> (877) 873-6247 <b>Ship Date</b> 08/12/2014	<b>Organization</b> Kathy Vtrcks org <b>Site</b> Kathy Vtrcks org <b>Address</b> 123 test avenue Statesville, NC 53535 <b>Contact</b> Kathy Van Abel <b>Phone #</b> (123) 432-4343

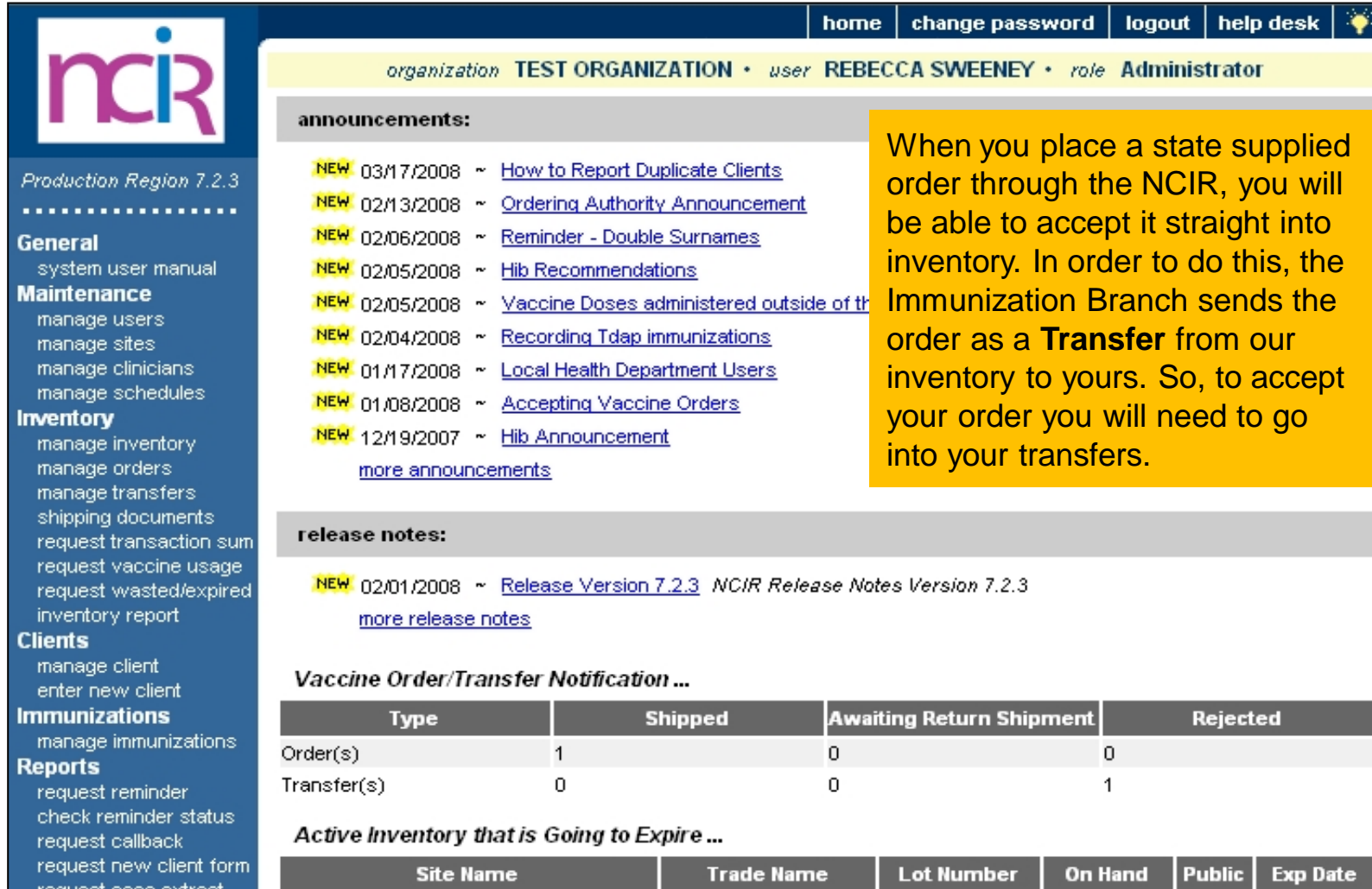
**Transfer Vaccine Item**

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Shipping Information	Reject Quantity	Reject Reason
16	Menveo	Meningo	kvlotww	<a href="#">Shipping Information</a>		

# Steps for Accepting State-Supplied Orders

# Step 1 of 4: Navigate to Manage Transfers

Click on **Manage Transfers**.



**ncir**

Production Region 7.2.3

**General**  
system user manual

**Maintenance**  
manage users  
manage sites  
manage clinicians  
manage schedules

**Inventory**  
manage inventory  
manage orders  
manage transfers  
shipping documents  
request transaction sum  
request vaccine usage  
request wasted/expired  
inventory report

**Clients**  
manage client  
enter new client

**Immunizations**  
manage immunizations

**Reports**  
request reminder  
check reminder status  
request callback  
request new client form  
request case extract

home change password logout help desk

organization TEST ORGANIZATION • user REBECCA SWEENEY • role Administrator

**announcements:**

- NEW 03/17/2008 ~ [How to Report Duplicate Clients](#)
- NEW 02/13/2008 ~ [Ordering Authority Announcement](#)
- NEW 02/06/2008 ~ [Reminder - Double Surnames](#)
- NEW 02/05/2008 ~ [Hib Recommendations](#)
- NEW 02/05/2008 ~ [Vaccine Doses administered outside of the](#)
- NEW 02/04/2008 ~ [Recording Tdap immunizations](#)
- NEW 01/17/2008 ~ [Local Health Department Users](#)
- NEW 01/08/2008 ~ [Accepting Vaccine Orders](#)
- NEW 12/19/2007 ~ [Hib Announcement](#)

[more announcements](#)

**release notes:**

- NEW 02/01/2008 ~ [Release Version 7.2.3](#) NCIR Release Notes Version 7.2.3

[more release notes](#)

**Vaccine Order/Transfer Notification ...**

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	0	0
Transfer(s)	0	0	1

**Active Inventory that is Going to Expire ...**

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
-----------	------------	------------	---------	--------	----------

When you place a state supplied order through the NCIR, you will be able to accept it straight into inventory. In order to do this, the Immunization Branch sends the order as a **Transfer** from our inventory to yours. So, to accept your order you will need to go into your transfers.

## Audience

Inventory  
Control

Administrator

## Step 2 of 4: Navigate to Your Order

1. Find your order under the **Inbound Transfers**.
2. Click on the **Create Date** in blue. This is going to take you to where you can view your order.

**Manage Transfer**

Create a New Transfer....New Transfer

Return to the Previous Screen....Cancel

**Transfer List**

**Outbound Transfer**

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

**Inbound Transfer**

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">04/08/2008</a>	<a href="#">ORDER</a>	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008		
<a href="#">12/19/2006</a>	<a href="#">ORDER</a>	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
<a href="#">05/08/2006</a>	<a href="#">ORDER</a>	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

**Historic Transfer (last 7 days by default)**

Show by Last Updated Date From: 04/01/2008To: 04/08/2008Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
No Historic Transfer.							

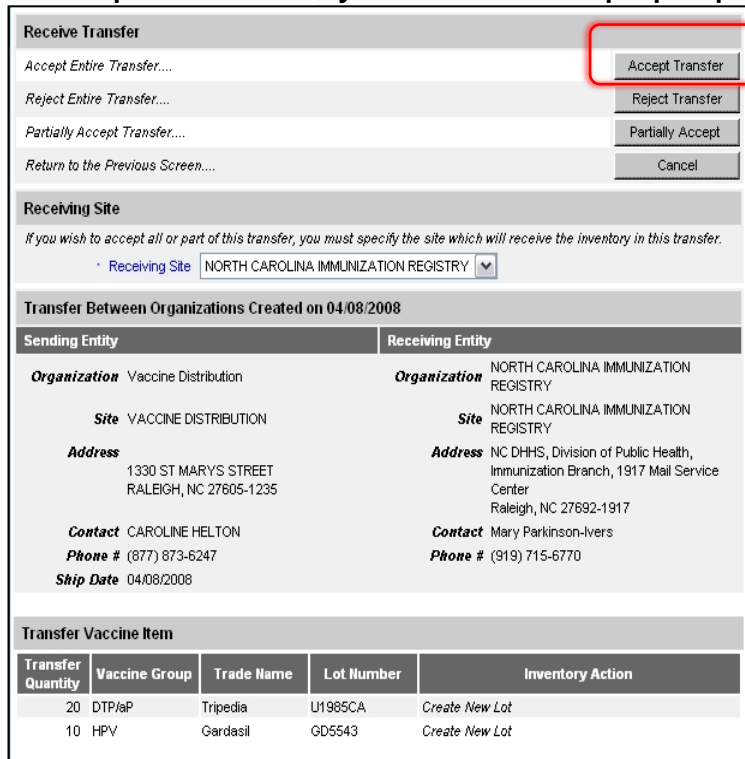
### Audience

Inventory  
Control

Administrator

## Step 3 of 4: Accept Transfer

1. You will see your order at the bottom of the screen. You must verify that these lot numbers and amounts match what you have on your invoice from the vaccine shipping box. If they do not match, please call the NC Vaccines Help Desk at 877-873-6247
2. Accept the transfer and it will be loaded into your inventory. Before you reject or partially accept your transfer you must call the Help Desk for assistance.
3. If your invoice matches the NCIR order, then you can accept it straight into your inventory by clicking **Accept Transfer**.
4. When you click Accept Transfer, you will see a pop-up message like below.
5. Click **OK**.



**Receive Transfer**

Accept Entire Transfer...

Reject Entire Transfer...

Partially Accept Transfer...

Return to the Previous Screen...

**Receiving Site**

If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.

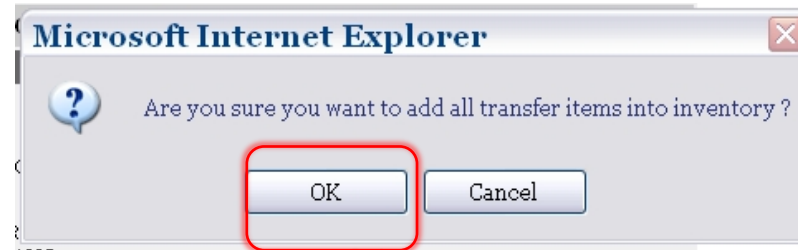
Receiving Site: NORTH CAROLINA IMMUNIZATION REGISTRY

**Transfer Between Organizations Created on 04/08/2008**

Sending Entity		Receiving Entity	
<b>Organization</b>	Vaccine Distribution	<b>Organization</b>	NORTH CAROLINA IMMUNIZATION REGISTRY
<b>Site</b>	VACCINE DISTRIBUTION	<b>Site</b>	NORTH CAROLINA IMMUNIZATION REGISTRY
<b>Address</b>	1330 ST MARYS STREET RALEIGH, NC 27605-1235	<b>Address</b>	NC DHHS, Division of Public Health, Immunization Branch, 1917 Mail Service Center Raleigh, NC 27692-1917
<b>Contact</b>	CAROLINE HELTON	<b>Contact</b>	Mary Parkinson-Ivers
<b>Phone #</b>	(877) 873-6247	<b>Phone #</b>	(919) 715-6770
<b>Ship Date</b>	04/08/2008		

**Transfer Vaccine Item**

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
20	DTP/aP	Tripedia	U1985CA	Create New Lot
10	HPV	Gardasil	GD5543	Create New Lot



### Audience

Inventory  
Control

Administrator

## Step 4 of 4: Review

When you have successfully added your order into your NCIR inventory, then you will see the message below in **red**. You can double check to make sure your inventory is in the NCIR by going back to **Manage Inventory** and then clicking **Show Inventory**.

**Transfer Successfully Accepted**

**Manage Orders**

**Order List** Show: ☒ Current ☐ All

**Current Orders**

User	Submit Date
Steve Martinez	12/20/2006
Steve Martinez	12/20/2006
Steve Martinez	12/19/2006

**Manage Inventory**

Add Inventory for Site (NORTH CAROLINA IMMUNIZATION REGISTRY)....

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Site: NORTH CAROLINA IMMUNIZATION REGISTRY

Show ☒ Active ☐ Inactive ☐ Non-Expired ☐ Expired  
☐ State ☐ Private ☒ All

Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
<input type="checkbox"/>	<a href="#">Acel-Imune</a>	22525	7	Y	Y	07/31/2008
<input type="checkbox"/>	<a href="#">Adacel</a>	ADA1234	500	Y	Y	08/08/2009
<input type="checkbox"/>	<a href="#">Boostrix</a>	11111	96	Y	Y	09/30/2008
<input type="checkbox"/>	<a href="#">Engerix-B Adult</a>	111111	92.5	Y	Y	06/30/2009
<input type="checkbox"/>	<a href="#">Engerix-B Peds</a>	212121	103	Y	Y	03/30/2009
<input type="checkbox"/>	<a href="#">Fluvirin</a>	32434	247	Y	Y	01/01/2010
<input type="checkbox"/>	<a href="#">Fluzone Pres-Free</a>	654-654	10200	Y	Y	06/30/2008
<input type="checkbox"/>	<a href="#">Gardasil</a>	1234z	89	Y	Y	05/05/2008
<input type="checkbox"/>	<a href="#">Gardasil</a>	GD5543	10	Y	Y	01/01/2009
<input type="checkbox"/>	<a href="#">Menactra</a>	testuat	7	Y	Y	12/31/2009
<input type="checkbox"/>	<a href="#">Pediarix</a>	65656	50	Y	Y	09/30/2008
<input type="checkbox"/>	<a href="#">Recombivax-Adult</a>	252525	98	Y	Y	03/30/2009
<input type="checkbox"/>	<a href="#">Tripedia</a>	U1985CA	20	Y	Y	08/06/2008

You can verify the vaccine has been entered into NCIR inventory.

### Audience

Inventory Control

Administrator

# Adding/Editing Vaccine Inventory Information



# NDC Number

## What is an NDC?

It is the National Drug Code; a universal product identifier for human drugs.

NDC 49281 - 0510 - 05

labeler      product code      package code

Vaccine	Brandname/ Tradename	NDC	Packaging	CDC Cost/ Dose	Private Sector Cost/ Dose	Contract End Date	Manufacturer	Contract Number
DTaP [1]	Daptacel®	49281-0286-10	10 pack - 1 dose vials	\$15.38	\$25.98	03/31/2015	Sanofi Pasteur	200-2014-58149

1. CDC's VFC Vaccine Price List



2. Vaccine Package Box



3. Vaccine Vial / Syringe

Where to find  
NDC

1. CDC'S Vaccine for Children's Vaccine Price List (<http://www.cdc.gov/vaccines/programs/vfc/awardees/vaccine-management/price-list/index.html>)
2. National Institute of Health's National Library of Medicine. (<http://dailymed.nlm.nih.gov/dailymed/archives/fdaDrugInfo.cfm?archiveid=11130>)

# Add/Edit Private Vaccine Information Inventory

When an NDC is selected, it will prepopulate the: package, dose size and units.

Add Vaccine Inventory Information

Site: Big Shot

Save

Cancel

\* Trade Name: Engerix-B Peds

\* Manufacturer: GlaxSmithKline (SmithKline Beecham and Glaxo Wellcome)

\* NDC: 58160-0820-11; ENGERIX-PEDS; SDV; 10-PACK

\* Lot Number:

\* Package: Vial

\* Dose: .5

\* Units: mL

\* Expiration Date: 01/01/2015

\* Funding Program: Private

\* Lot Active: Yes

\* Quantity on Hand:

Cost Per Dose (\$):


Modify Quantity On Hand

Action: Add

Amount:

Category: Receipt from State

NOTE: Fields marked with an asterisk \* are required.

 NC DEPARTMENT OF  
HEALTH AND  
HUMAN SERVICES

24

# Where to Go for More Help?



# Questions?

**Contact your Regional Immunization Program Consultant (RIC)**

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

**NC Vaccines Help Desk**

1-877-873-6247

*(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)*

[https://ncgov.servicenowservices.com/csm\\_vaccine?id=immunizations&sys\\_id=69f035b11b037c9099510f6fe54bcbee](https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee)

# Appendix

# NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager